

Transforming Attendance

AT TEMA

A parent and carer's
guide to attendance
and punctuality



What do I do if my child is going to be absent?

If your child is unable to attend the academy you must ring before 8.20am to inform us of the reason why. It is important that you phone on every day of absence so that we know your child will not be attending and you do not receive a text message asking about his or her whereabouts.

Text messages are sent for safeguarding reasons. This ensures that you know your child has not registered at the academy. If you receive a text message please respond so that we know your child is safe.

The East Manchester Academy's telephone number is
0161 230 8039. Press option 1.

TRANSFORMING ATTENDANCE At TEMA



Form tutors

- Will congratulate students for having attendance within this band. Students will receive 5 achievement points at the end of each week.

Form tutors

- Will discuss attendance with your child ensuring that he or she is welcomed back and is aware that the absence has been noted.
- Will set an attendance target and award 5 achievement points if your child reaches this percentage over the coming weeks.

Directors of Year

- Will ensure Attendance Concern Letter 1 is sent where attendance remains a concern.

Directors of Year

- Will ensure Attendance Concern Letter 2 is sent advising you that medical evidence is needed in order to authorise future absences.
- Will work with you to ensure that you understand the link between attendance, progress and attainment.
- Will set an attendance target and award 5 achievement points if your child reaches this percentage over the coming weeks.

Student Services

- Will coordinate home visits and attendance panels to ensure we can discuss attendance concerns with you.
- This may involve a parenting contract.
- Will complete a referral for Early Help support.
- Will complete a referral for legal action as appropriate.

Directors of Year

- Will ensure Attendance Concern Letter 3 is sent advising you of the serious concern about attendance and that legal action may follow.
- Will continue to discuss the impact that absence is having on academic progress.
- Will set an attendance target and award 5 achievement points if your child reaches this percentage over the coming weeks.

Student Services

- Will monitor attendance and safeguarding.
- Will coordinate home visits and attendance panels to ensure we can discuss attendance concerns with you and create a plan for improvement.
- Will closely work with other agencies to fully support you and your son or daughter and offer a personalised intervention package.
- Will complete a referral for Early Help support.
- Will complete a referral for either a penalty notice or a prosecution if attendance does not improve.

100 - 98% ATTENDANCE

Congratulations. Your child's attendance is excellent. Students in this band are eligible for a range of rewards from achievement points to trips and prizes. A student in this band is highly likely to achieve the best progress for their ability and will have excellent attendance on their reference.

97 - 95% ATTENDANCE

Your child's attendance is below TEMA's expected percentage. Your child may have been ill. This is understandable but not without cost. It is important to catch up on work and maintain good attendance over the coming weeks. Attendance can be improved by being on time every day and ensuring all appointments are made outside of academy hours. A student in this band will probably continue to make progress but will need to work hard to maintain this.

94 - 91% ATTENDANCE

Your child's attendance is a cause for concern and is significantly below TEMA's expected percentage. Lost learning will make progress difficult and there is a significant risk of under achievement. Your child must speak to teachers to catch up with work and you must now meet with Student Services to discuss everything that is affecting your child's attendance. You may be asked to come to an attendance panel and enter into a parent contract to improve attendance.

BELOW 91%

Your child's attendance is a serious cause for concern and there is a severe risk of under achievement. Your child is classed as a persistent absentee and urgent measures need to be taken to ensure that there is an improvement or your child will not reach his or her potential, will gain fewer qualifications and will be less likely to gain entry to further education, training or employment. Unless there are genuine reasons preventing your child from attending school, legal action will be taken.



MEDICAL AND DENTAL APPOINTMENTS

Appointments rarely last more than one hour but many parents allow their child to be absent for the whole session or day. This is unacceptable. Medical appointments should be taken out of academy hours where possible and appointments out of the country should be arranged for academy holidays. Where appointments are unavoidable during the day, students should attend before and after the appointment. Parents should show the appointment card to the academy in order for their child to leave at a particular time. The loss of a single day will reduce your child's attendance in any single week by 20%.

PUNCTUALITY



Ensure that your child is up sufficiently early in the morning to get to the academy without being late. Help your child organise themselves the night before by ensuring that their school bag is packed and ready to go.

Ensure that your child is well rested by getting them to bed at an appropriate time. All students are expected to be at the academy by 8.20am and breakfast is available from 7.30am. Students who arrive after 8.30am will be late to registration and will be issued with an L mark in the register. Any student arriving after 9.30am will receive a U mark in the register which counts as an unauthorised absence.

Two or more late arrivals in a week will result in an R3 Late Recall.

LEAVE OF ABSENCE

The academy will not authorise holidays in term time unless there are exceptional circumstances. All family holidays, even those for special occasions, should be booked outside of the academy term. If you feel your circumstances are exceptional, you must complete a request form outlining this information and submit it before any travel plans are made.

If leave is taken without permission, the academy will request a penalty notice which may result in a fine of £120. This will reduce to £60 if it is paid within 21 days. This is for every parent and every child. Taking days off before or after academy holidays is not acceptable and a request will be made for a penalty notice.

ILLNESS

Sometimes students are absent for frequent minor illnesses. Consequently, attendance becomes a concern and it is necessary to ask for evidence of ill health such as copy of your child's prescription or a medical appointment card. A parent whose child is genuinely ill should not be concerned as medical advice will have been taken and evidence can be presented to The East Manchester Academy.

If your child is feeling 'under the weather' but not sick enough to see the doctor, he or she should be encouraged to come to the academy. Attendance at one lesson is far better than attendance at none at all. Naturally, students who are genuinely ill will be sent home following consultation with yourself.

A letter will be sent advising you that medical evidence is required for every absence. It is important that you know that it is The East Manchester Academy that authorises absence for illness not parents or carers.

PROLONGED ABSENCE

The Education Act 1996 states that if a child of compulsory school age who is a registered pupil at a school fails to attend regularly, the parent or carer is guilty of an offence. If your child is absent from the academy regularly, we will offer help and support to improve this. We work closely with Manchester City Council and will request that they issue a penalty notice or take legal proceedings in the Magistrates' Court if attendance does not improve.

SUPPORT

Support is always available from Student Services. If you wish to discuss anything that is affecting your child's attendance, please do not hesitate to contact us on 0161 230 8039. If we have a concern, the team in Student Services will make telephone calls, home visits and send text messages and letters alerting you to this and will work with you to resolve any issues.